

Agencies must report workstation counts for all in-scope owned, leased, and receivable facilities as part of the Six-Year Facilities Plan baseline data collection process. This job aid provides step-by-step instructions for manually adding or updating workstation data for existing facilities.

- ✓ Workstation fields are located in the Space table.
- ✓ For existing owned and leased facilities, workstation data can also be added or updated via the [Owned Facility Review](#) and [Lease Review](#) wizards.
- ✓ For receivable leases, it is the tenant agency’s responsibility to report workstation data. For new receivable leases, this will occur after the owning agency/master lease holder has created the receivable lease in FPMT. Receivable lease tenants must update workstation counts manually in the space table.

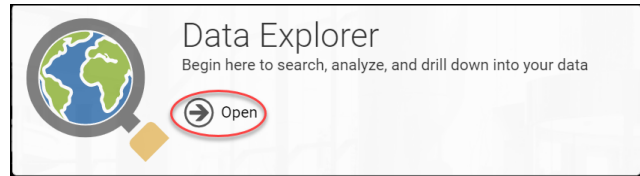
**Overview**



<p><b>Is workstation data required for all facilities?</b></p>	<ul style="list-style-type: none"> <li>• Workstation data is only required for leased, owned, and receivable facilities that are in scope for the Six-Year Facilities Plan.</li> </ul>
<p><b>Who is responsible for adding workstation data for receivable facilities?</b></p>	<ul style="list-style-type: none"> <li>• The tenant agency is responsible for entering the workstation counts for receivable facilities.</li> </ul>
<p><b>When do I add workstation data?</b></p>	<ul style="list-style-type: none"> <li>• Workstation data is an inventory requirement for facilities that are in scope for the <a href="#">Six-Year Facilities Plan</a>. Data should be accurate each month.</li> </ul>
<p><b>How do I add workstation data?</b></p>	<ul style="list-style-type: none"> <li>• For existing facilities, workstation data is added/updated manually in the space table. For owned and leased facilities, workstation data can also be updated via the Review wizards.</li> <li>• Workstation data can be added via a wizard when creating a new owned or leased facility.</li> </ul>
<p><b>Where can find workstation definitions?</b></p>	<ul style="list-style-type: none"> <li>• <b>Office:</b> An enclosed workspace with floor to ceiling walls.</li> <li>• <b>Cubicle:</b> An open or partially enclosed workspace.</li> <li>• <b>Touchdown Space:</b> An unassigned space that provides seating in varying forms to conduct work on an irregular basis or for short periods.</li> </ul> <p><b>Note:</b> Refer to any <u>unassigned</u> workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space.</p>

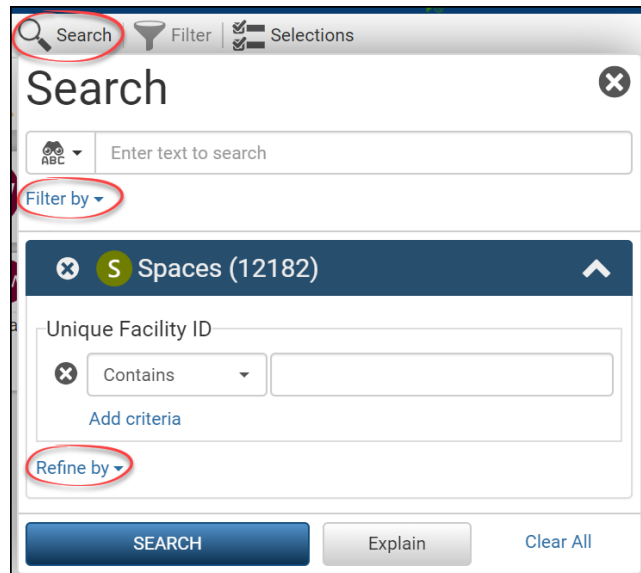
## Enter Workstation Data


Navigate to the space tile.

1. **Open** the Data Explorer module.

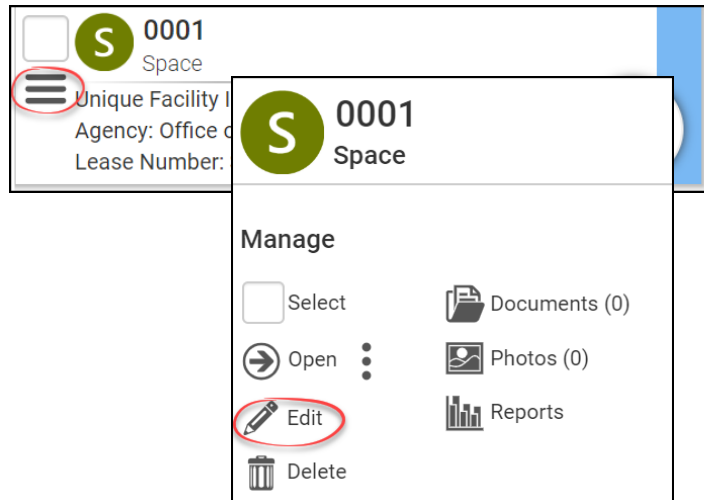


2. **Select** the  **Search** button on the data explorer tool bar.
3. **Select** **Filter by** and choose **Spaces**.
4. **Select** **Refine by** and choose **Unique Facility ID**.
5. **Enter** the UFI.  
→ If you need to locate a UFI, run the Owned Facilities Inventory Report or the Lease Contract Inventory Report from the agency tile.
6. **Select** 




7. **Select** the  menu button on the space tile.

8. **Select**  **Edit**





**9. Populate** or update the following fields:

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces  
→ Refer to any unassigned workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space.

→ Click the  next to the field name for a definition of each term.

Number of Offices (Required For Six-Year Plan) 
<input type="text"/>
Number of Cubicles (Required For Six-Year Plan) 
<input type="text"/>
Number of Touchdown Spaces (Required For Six-Year Plan) 
<input type="text"/>

**10. Select** 

	
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